



Appraisal Analyst 1 – Cookeville

Please submit resume with official or unofficial college transcript(s)
and contact information for three (3) references to HR.Comptroller@cot.tn.gov.

The Comptroller of the Treasury is a constitutional officer elected by a joint vote of both Houses of the General Assembly for a two-year term. State law prescribes the Comptroller's duties, which include the audit of state and local governmental entities and participation in the general financial and administrative management and oversight of state government. The Comptroller also is a member of various committees, boards and authorities of state government. The Comptroller's office was recently named a 2016 Top Workplace by The Tennessean.

We are currently searching for a full-time, Appraisal Analyst 1 to join our team in Cookeville, TN. The position starts at \$36,288 per year. This position provides assistance and oversight to Property Assessors to ensure fair and equitable assessments and performs basic steps in the appraisal of real property for ad valorem tax assessment purposes. This position also performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competency, knowledge, skill, and/or ability required with or without reasonable accommodation.

Education and Experience

Graduation from an accredited college or university with a bachelor's degree. Some knowledge of the fundamentals of property appraisal is preferred. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

MAJOR RESPONSIBILITIES:

- Offer exemplary service in assisting the public, employees, and other governmental entities.
- Respond to customer inquiries and concerns promptly and professionally Review assessment information and analyze results.
- Utilize a high degree of tact and diplomacy in all interactions.
- Assist in training county personnel.
- Perform quality control on assessment data.
- Perform basic appraisal processes.
- Participate in research activities.
- Become proficient in the State CAMA software.
- Travel to and from work location, including overnight.
- Communicate clearly and frequently with leadership, team members and customers.
- Maintain and continually improve individual contribution to a service-oriented culture that supports customers and leadership.
- Perform other duties as assigned.

Knowledge, Skills, Abilities and Competencies

A successful employee in this role possesses excellent verbal and written communication skills, outstanding organizational skills, and works well in a team environment. Candidates should possess the ability to work collaboratively with multiple levels of the organization. The candidate must be customer service oriented and

demonstrate the character of a team member wanting to assist. Customer service skills must include friendliness, patience and compassion. A successful employee in this position will consistently demonstrate poise and a professional demeanor. Candidates should be detail oriented, should thrive in a fast-paced environment and should welcome and/or lead change while placing accuracy, consistency, confidentiality, and integrity at a very high priority.

Candidates should possess the following problem solving skills and results orientation:

- Successfully identify, analyze and solve problems
- Approach problems in a positive manner
- View impediments as solvable challenges
- Show patience in dealing with complex and time-consuming issues
- Identify practical solutions
- Resolve issues in a timely manner
- Analyze possible obstacles to identify solutions
- Keep supervisors apprised of status changes
- Process information in a disciplined and structured manner to ensure consistency

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by incumbents within this role. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties or responsibilities associated with the position. Employees may be assigned job related tasks other than those specifically presented in this description.

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

To comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

To complete this form, please go to: <http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.